



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Solicitation

NUMBER
DRS140335

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
EVELYN MELTON 304-558-7023

RFQ COPY

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DIV OF REHABILITATION SERVICES  
 JOBSITE  
 SEE SPECIFICATIONS

DATE PRINTED
04/25/2014

BID OPENING DATE: 05/13/2014

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 3						
1. ADDENDUM IS ISSUED TO PROVIDE RESPONSES TO VENDORS' QUESTIONS AND TO PROVIDE CLARIFICATIONS TO THE SPECIFICATIONS.						
2. TO PROVIDE ADDENDUM ACKNOWLEDGMENT. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN THE DISQUALIFICATION OF YOUR BID.						
END OF ADDENDUM NO. 3						
0001	1	LS		425-94		
LABOR, MATERIALS AND EQUIPMENT - MODULAR FURNITURE						
FOR THE PROGRAM DEVELOPMENT OFFICE						
***** THIS IS THE END OF RFQ DRS140335 ***** TOTAL: _____						

SIGNATURE		TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**SOLICITATION NUMBER:** DRS140335

**Addendum Number:** 3

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The purpose of this addendum is to modify the solicitation identified as (“Solicitation”) to reflect the change(s) identified and described below.

**Applicable Addendum Category:**

- | Modify bid opening date and time
- | Modify specifications of product or service being sought
- | Attachment of vendor questions and responses
- | Attachment of pre-bid sign-in sheet
- | Correction of error
- | Other

**Description of Modification to Solicitation:**

1. To provide responses to Vendors' questions and to provide clarifications to the specifications.
2. To provide Addendum Acknowledgment.

**Additional Documentation:** Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

**Terms and Conditions:**

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

# ATTACHMENT A

**DRS140335**  
**ADDENDUM # 03**

To provide the following response to vendor questions and clarifications to the specifications resulting from the mandatory pre-bid meeting held April 15, 2014.

**Q. 1. Are the additional terms and conditions referenced on pages 16-21 relative to this furniture bid? It appears to be for building construction.**

A. 1. All terms and conditions related to Construction Contracts are removed from the Request for Quote as follows:

- To remove the requirement for a Workers' Compensation Certificate and Contractor's License from the General Terms and Conditions, item 8. **Proof of Commercial General Liability Insurance remains a requirement.**
- The requirement for Prevailing Wage, item 29, of the General Terms and Conditions is removed. The provision of modular furniture is not a contract for the construction of a public improvement.
- The *Additional Terms and Conditions (Construction Contracts Only)* is deleted from the Request for Quote as non-applicable.
- The *Drug Free Workplace Conformance Affidavit* is deleted from the Request for Quote as non-applicable.

**Q. 2. On page 21, 3.1.1.8; it states all drawer fronts edge banded with side pull opening pedestals and standard pedestal locks. Would front pull openings be acceptable?**

A. 2. Yes.

**Q. 3. On page 21, 3.1.1.12; it states all doors must be plain sliced red oak with cylinder lever locks, Schlage AL70PD SAT26D, or equal. Our system has laminate doors with lever and lockset; would this be accepted as equal?**

A. 3. Yes.

**Q. 4. On page 22, 3.1.2.8 can you clarify & explain in further detail what a "Spacer Hard, 85"H" is?**

A. 4. It is a panel spacer needed for the line of modular furniture the specifications are based on to fill the wall space. Other manufacturer lines may not require it.

**Q. 5. On page 24, 3.1.4.9; this storage component is unique to that manufacturer – may we substitute our equal? Our equal would be 1 or 2 options. One being a multi-file; which has a lateral file, a file drawer and 2 box drawers at 30”H. If you want a standing height worksurface, we can do a 2 Lateral Files and an opening or 3 Lateral Files both at 40”H.**

A.5. Yes. 2 Lateral Files and an opening would be acceptable.

**Q. 6. On page 25, 3.1.5.5; this storage component is 23 ½”H, however in the drawing on page 32, Room #8 it appears to be in the same height as the other 2 storage cases, is this a open shelf at the top to accommodate the height differences? Is this metal or laminate?**

A. 6. Specification 3.1.5.4 Lateral File is a drawer that goes on top of the 23 ½” H Storage Case in 3.1.5.5 and is 11.75” H. The Storage Cases are to be metal with laminate tops.

The following clarifications are added:

1. To confirm two file cabinets are to be provided per 3.1.4.10 for Room #5. Only one file cabinet is shown in the Room #5 drawing in error.
2. To insert the quantity one (1) for item 3.1.5.1 omitted from the original specification.
3. To confirm that no tackboards are required for Room #8.

----- NO OTHER ADDITIONS -----

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: DRS140335**

**Instructions:** Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

**Acknowledgment:** I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

**Addendum Numbers Received:**

(Check the box next to each addendum received)

- |   |  |
|---|--|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6  |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7  |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8  |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9  |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

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Company

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Authorized Signature

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Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.  
 Revised 6/8/2012